

Connecticut State Department of Education
Performance Office

Public School Information System Registration User Guide

PSIS STEP BY STEP PROCEDURES

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Statement of Nondiscrimination

The Connecticut State Department of Education (CSDE) is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator
Connecticut State Department of Education
450 Columbus Boulevard, Suite 607
Hartford, CT 06103
860-807-2071
Levy.Gillespie@ct.gov.

Student Data Privacy and Security

The Connecticut State Department of Education (CSDE) treats data confidentiality and the privacy of student educational records very seriously. It complies with all federal laws including Family Educational Rights and Privacy Act (FERPA), state statutes, and guidelines to protect confidential data.

Please refer to the Data Privacy and Security site: [Data Privacy and Security](#).

DO NOT EMAIL STUDENT NAMES to the CSDE. Please refer to the student by SASID.

PSIS STEP BY STEP PROCEDURES

Introduction

The purpose of the Public School Information (PSIS) is to collect data regarding student enrollment in Connecticut. PSIS has two components; the Register module and the collection module. This guide will focus on the Register module. The Register module assigns State Assigned Student Identifiers (SASID's) to students. All students must be registered and have a SASID prior to being reported in a PSIS collection, as well as other state reporting applications such as the Special Education Data Application and Collection (SEDAC) and the ED166-Disciplinary Offense data collection. The Register Module is used to Register, Unregister and edit student information in PSIS. Please refer to the most current [PSIS Reference Guide](#) on the PSIS Help site.

Home
Register Student
Edit Registration/Unregister
Delete Registration
Batch File Upload
Case Management Please check daily
Reports
Downloads
Help
Exit

There are a variety reports available in the Registration module. These reports can be used to identify data reporting errors and provides you with a convenient way to see the data reported by your district.

This user guide is separated into several sections. Section I contains general information and concepts necessary to understand the Register Module. Section II contains step by step instructions with screen shots for each mechanism of the Register Module. Section III contains more information on processes related to the Register Module that may be applicable to you. A glossary is included at the end of this document and provides definitions of important PSIS terms.

This document will be expanded as more options are added to the Register Module so please check our help site for future updates. Problems or questions on this guide can be directed to Kendra Shakir at (860) 713-6896 or kendra.shakir@ct.gov.

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Contact Information

PSIS Registration

Name	Email	Phone
Kendra Shakir	Kendra.shakir@ct.gov	(860) 713-6896
Renee Brousseau (District Support Person)	Renee.brousseau@ct.gov	(860) 713-6865
Yvonne Dillion (District Support Person)	Yvonne.dillon-terry@ct.gov	(860) 713-6861
PSIS Help Desk		(860) 713-6681

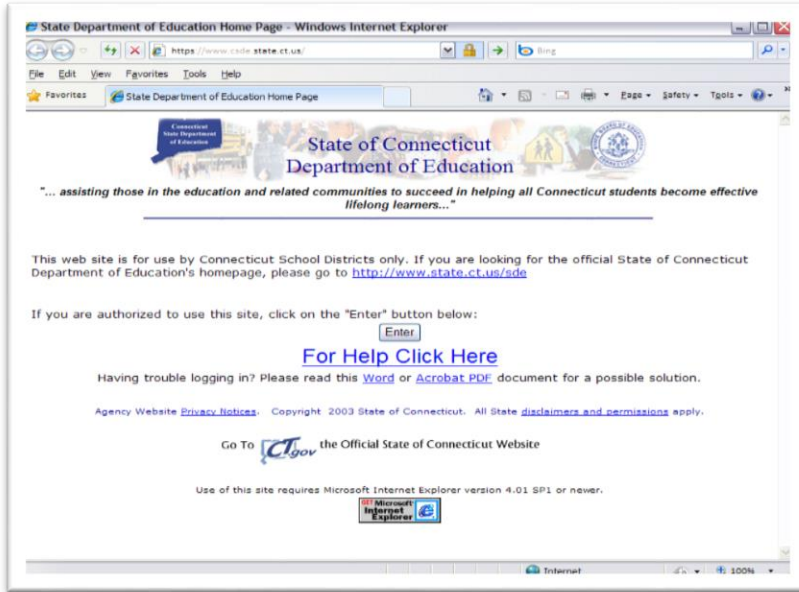
Each district is assigned a District Support Person to assist with PSIS. Please refer to the [District Support Person List](#) to see who is assigned to your district.

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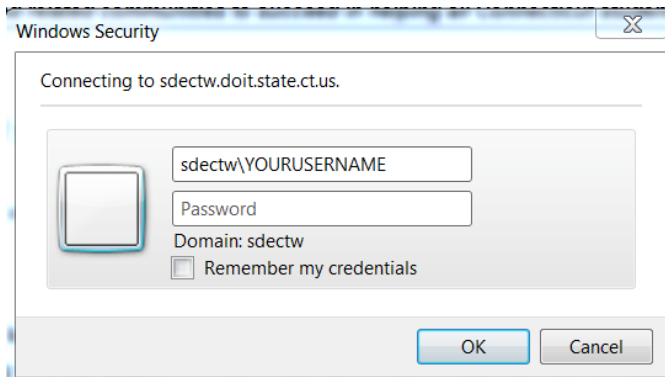
Section I – Logging In

To access the Register Module you must first log onto PSIS by going to the “legacy” data collection portal at **www.csde.state.ct.us**. Access to PSIS requires **two** passwords. The first password is the same password that is used by your district to access the data entry menu and other CSDE legacy data collection applications. This is the password that you use when you click on the enter button.

- 1 Using Internet Explorer, go to the <https://www.csde.state.ct.us/> website. The system displays the State Department of Education Home Page.



- 2 Select the **ENTER** button. The system displays the *Connect to sdectw.doit.state.ct.us* network login screen.




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- 3 Enter your district's USER NAME and PASSWORD. If you are using Windows 7 or later, preface your username with "sdectw\" (i.e., your district username is entered as sdectw\username). You may need to click a button or link saying "use different credentials" or similar to be able to enter the username in this format. Click the OK button. The system displays the *State Department of Education Home Pages*



NOTE: If you do not have this user name or password, please contact our help desk at (860) 713-6681. After three login attempts with an incorrect password, the account is locked out for fifteen minutes.

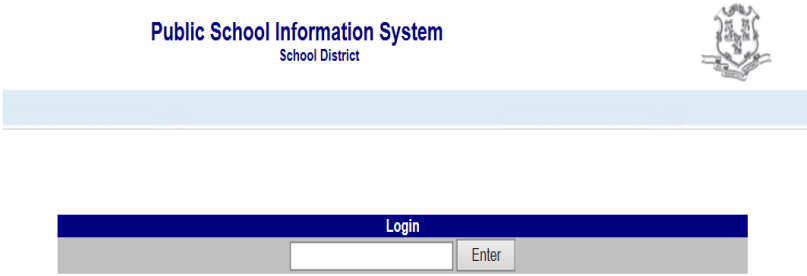
- 4 Click the **PSIS: Public School Information System** link from the list of legacy data collections.



Select a menu option below by clicking on it.

- **Performance Office**
 - **PSIS: Public School Information System**
 - [PSIS Contact List](#)
 - [Early Childhood Outcome \(ECO\) data collection](#)
 - [ED-156 Fall Hiring Survey](#)
 - [ED-162 Non-Certified Staff Data Form](#) (closed)
 - [ED-166 Disciplinary Offense Application](#)
 - [ED-400 Career & Technical Education Report](#)
 - [ELL Database Application](#)
 - [Evaluation Timeline Compliance](#)
 - [K-3 Reading Data Portal](#)
 - [SEDAC: Special Education Data Application and Collection](#)

- 5 The system will display the *PSIS Login* screen.



Public School Information System
School District

Login

Enter



If you do not have your district's PSIS password for this screen, please contact our help desk at (860) 713-6681.

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PSIS Main Menu

Welcome to the Public School Information System (PSIS)

Main Menu		
Please select one of the following options:		
<p>Register Module</p> <p>The PSIS Register Module is open.</p> <ul style="list-style-type: none">• Student enrollment.• Register, unregister, & edit student information.	<p>Collection</p> <p>Upload or edit a PSIS collection.</p>	<p>School User Mgm't.</p> <p>Notice: School-level accounts are no longer being created. The new PSIS system will have user-based logins.</p>
<p>District Profile</p> <p>Edit your district's profile settings, including contact information.</p>	<p>District PSIS Coordinators</p> <p>View contact information for other districts.</p>	<p>Help</p> <p>Download the record layout or code lists, read FAQ's, submit questions.</p>

There are two levels of permitted access to the Register Module: district- and school-level. District-level access users can Register students to any school within their district as well as Unregister and Edit any student registered to their district. For Registration records that need to be deleted, please email Kendra Shakir at Kendra.shakir@ct.gov the reason for the deletion along with the SASID (**not student name**).

School-level access users have the permissions to Register, Unregister and Edit students assigned to their school only. The school-level user at the receiving school must perform the transfer action when an intra-district transfer (Exit type 01) is taking place.

The Connecticut State Department of Education (CSDE) is no longer creating School-level accounts.

How to Update Your Contact Information

It is the districts' responsibility to keep PSIS contact information accurate. If you need to change the PSIS District Coordinator information, you can do so through the District Profile page. The District Profile page is also used for districts to indicate which file type will be sent to CSDE. Currently, PSIS only accepts Fixed Width or CSV files.



PSIS DOES NOT ACCEPT MICROSOFT EXCEL FILES!

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PSIS Register Module

What is the Registration module used for?

The PSIS Register Module is used to Register, Unregister and Change student information in PSIS. All students must have SASID's and be registered to a district prior to being reported in a PSIS collection, or in any hang-off collections such as the ED166 Student Disciplinary Offense Collection, SEDAC, etc. The Register Module does not have a system open or close date and always is open except for occasional system maintenance.

Registering Students

All students that will be reported by a Local Education Agency (LEA) must be [registered](#) with the State prior to sending a collection batch to CSDE. Students can be registered via a batch upload (following the Register column of the Record layout in the [Reference Guide](#)) or using individual entry. **Please note: CSDE does not allow future dates when registering students.** It is highly recommended that batch entry be used as much as possible since it minimizes the number of errors due to manual entry.

Unregistering Students

Students **must** be unregistered in the PSIS Register Module within ten days of leaving a district. If a student leaves your district and is registered by another district a case will be generated for your district and the other district. These cases can be seen under "Case Management" in the PSIS Register Module. It is important to unregister students in a timely manner because the new district will be unable to report the student(s) in a PSIS collection until you have done so. Please refer to the Case Management section of this document.

Unregistering of students may be completed via batch upload (following the Unregister column of the Record Layout in the [Reference Guide](#)) or Individual Entry.

Summer Rollup

After the June collection, districts are required to complete the Summer Rollup, which typically begins the third week of July. Summer Rollup consists of the following functions:

- 1) Registering new students to your district
Students registering for the new school year should not have an entry date in PSIS prior to July 1st. The school year starts July 1st and ends on June 30th [C.G.S. 10-259](#). For summer registrations, you may use the actual date of enrollment in PSIS.
- 2) Unregistering any students who have graduated or left your district, and
- 3) Changing the grade and/or facility for students who are remaining in your district
- 4) Updating Nexus District information if applicable

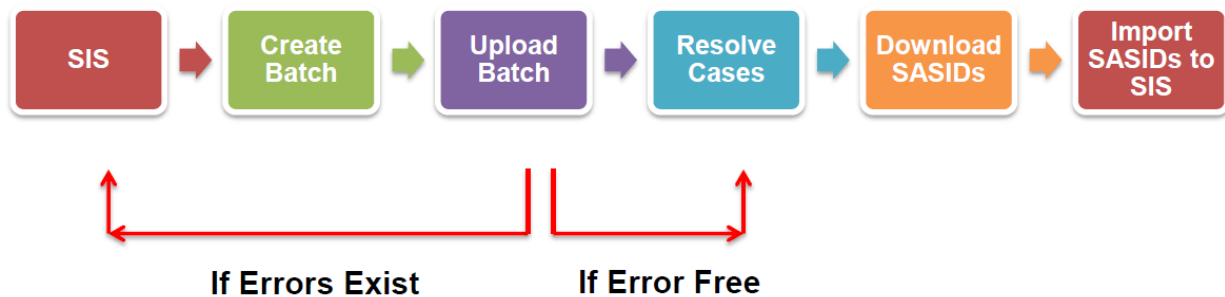


The district exit date used when unregistering students must be the date from an official document (e.g., transcript, signed parent withdrawal form, IEP, etc.).

Summer Rollup can be completed via batch upload (following the column that is applicable for the action that must be performed on each record) or Individual Entry.

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Batch Uploads



The recommended process to register students and obtain SASID's is by batch upload. A batch is used to Register, Unregister and/or Change multiple records at one time. A batch file can be useful when performing an action on a group of records such as registering new kindergarteners or exiting the graduating class. Batches can be sent as often as you wish and contain any number of records. Register, Unregister and Change records can all be uploaded within one batch. If a batch file is exported directly from your student information system it will likely eliminate a number of errors as no manual entry is needed.

First, LEA's should ensure that all required information is properly contained in their Student Information System (SIS)¹. LEAs should also review the most current Register/Unregister Record Layout in the [Reference Guide](#) to see what fields are collected. Next, a batch should be created by extracting data directly from the local SIS. The batch should then be uploaded into the Register Module. If the batch contains errors, the errors should be corrected in the local SIS and a new batch should be extracted rather than fixing errors in the batch itself. Doing so will prevent the same error from occurring again in future uploads. Once a batch is error free, cases should be resolved (if they exist). Finally, SASIDs can be downloaded and imported into your local SIS.

In the Register Module every successful batch that is uploaded is added to prior uploads.

EXAMPLE: A batch of 90 students was successfully uploaded in the Register Module and then a district realizes that 10 students have been left out of the batch. The district should then upload those 10 students separately. If the 10 students are added to the original batch and the entire batch of 100 is uploaded 90 errors will be generated as the register module will identify your district as trying to re-register 90 duplicate students.

A batch can be used to register students who already have SASID's as well as those who do not have SASID's. **If the student was previously assigned a SASID while attending another public school in Connecticut, please use the SASID from the previous district.** If you attempt to register a student without using a SASID there is a much higher chance that cases will be generated (See Case Management for more information).

¹ It is the district's responsibility to ensure that laws regarding student data privacy are adhered to. *Please see Connecticut General Statutes (C.G.S) 10-234bb for further information.*

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All successful batches go through an error check. Batches that contain errors must be fixed and resubmitted (See the Unsuccessful Uploads section in this document). If a batch contains warnings, the district must decide if the batch should be processed or resubmitted. Once a batch is error-free, the system will review each student record and based on the requested action either assign a SASID and Register a student, Unregister the student, or Change information in the student's record. A case may be generated if needed. The cases can be reviewed in the Case Management section of the PSIS Register Module.



Successfully processed batches cannot be reversed.

Most Student Information Systems have a state reporting feature where a batch following the required record layout is created directly from the local system. In addition, most local systems allow users the ability to manually create a data set for extraction. Please contact your SIS vendor for more information concerning this.

On the Batch upload screen in PSIS there is a Batch History section, which includes the following fields:

- **Batch** – This is a number that is assigned by CSDE and is used to identify your uploaded batch. If you have a problem with an upload and need to call CSDE for technical support, please provide us with the unique batch number.
- **Upload Date/Time** – A date time stamp for each upload.
- **Status** – One of the following messages will be displayed in the “Status” column:
 - File transmit – If the batch stays at this status for more than a few minutes, an error occurred sending the file.
 - Work table load complete – The error check did not start; there may be an issue with the Register Module. Please call (860) 713-6610 to report the problem.
 - Error during work table load – Your file could not be read properly (see the Unsuccessful Uploads section below). Please check your batch file and upload again. Make note of the number in the Records column – there is usually a bad record at or near that number. Also, make sure you are uploading the proper type of file.
 - Error check complete – Your error report is available (if you have errors or warnings). Go to the “Reports” section of the Register Module to view the report.
 - Processed – All records in your batch have been registered, unregistered, changed, or sent to Case Management. SASIDs are now available for successfully registered records.
 - Error processing - There is an issue transferring your batch to the Register Module database. Please call (860) 713-6610 immediately to report the problem.
- **Records** – Provides the number of records contained in the batch.
- **Errors** – Provides the number of records containing errors.
- **Warnings** – Provides the number of records containing warnings.

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Preparing a CSV Batch File from Scratch

If you need to prepare a batch outside of your SIS, please follow the steps below to create a CSV file:

1. Download a copy of the most recent record layout from the “Downloads” section of our help site [PSIS Help site](#). Be sure to save the document or print it.

Pay close attention to the following information on page one of the record layout:

- Field Name – The name of each field.
- Excel Column – If you are using Excel (as we will be in these instructions) this is the column that corresponds with each field.
- Length – While starting and ending position can be ignored when preparing a CSV file, each field must be equal to or shorter than the length specified.
- Register and Unregister – One of the following values exists for each field for both Register and Unregister:
 - M – Mandatory – If this field is not complete an error is generated.
 - O – Optional – The district has the option to report this field or leave it blank.
 - R – Recommended – We recommend that this field be reported but the district has the option to report this field or leave it blank.
 - C – Conditional – This field may become required depending upon your response to a related field.
 - D – Disallowed – The district may not report this field for this submission.
- Valid Values – Valid data for each field.

The remainder of the record layout contains field definitions and data tables.

2. Download a template for your PSIS data:
 - Go to the “[Documentation](#)” section of the PSIS help site
 - Under “Reference Guide” there is an option “Registration Template.”
 - Immediately save the document and **make note of its name and location**.
3. Open the blank CSV template. Begin entering student data. Each row (left to right) contains thirty-eight fields, which, together make up a single student record. Be sure to follow the Record Layout as you enter data so that the proper codes are used and all required fields are completed. It is also very important save your work periodically.
4. After all data has been entered, **delete the row of column headers**. To do this, highlight the entire row, right-click on the highlighted area and select “delete.”

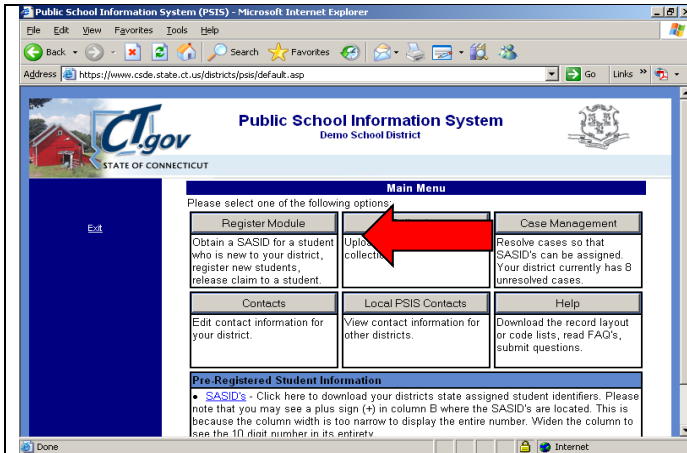
PSIS STEP BY STEP PROCEDURES

5. Save your file.
 - Go to File | Save As
 - Next to “Save In” select the location where you would like your file to be saved. **Make note of this location.**
 - Next to “File Name” type in a name for your file. It does not matter what you call it.
 - Next to “Save as Type” select “CSV (Comma Delimited) (*.csv).”
 - Click on “Save.”
 - A message may appear stating “The selected file type does not support workbooks that contain multiple sheets.” This message alerts you that only worksheet 1 will be saved. Click “Yes.”
 - A message may appear stating, “(Name of file) may contain features that are not compatible...” This message alerts you that any extra formatting (such as bold, colored text, colored cells...etc.) you may have used will not be saved. Click on “Yes.”

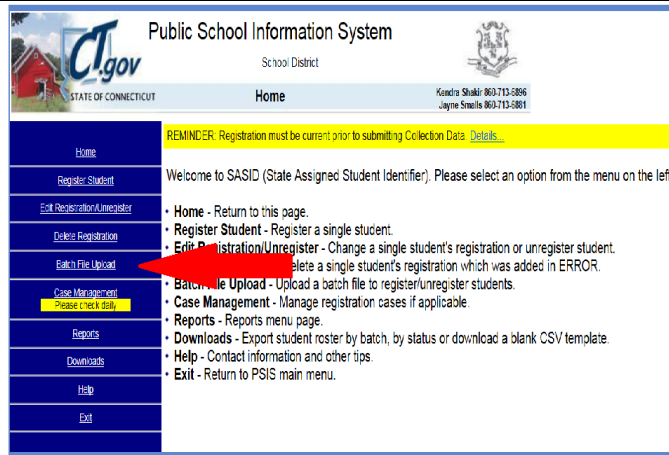
6. Close your file. A message may appear stating, “Do you want to save the changes you made to (name of file)?” Since you just saved your data you can click on “Don’t Save.” You now have a file ready for upload.

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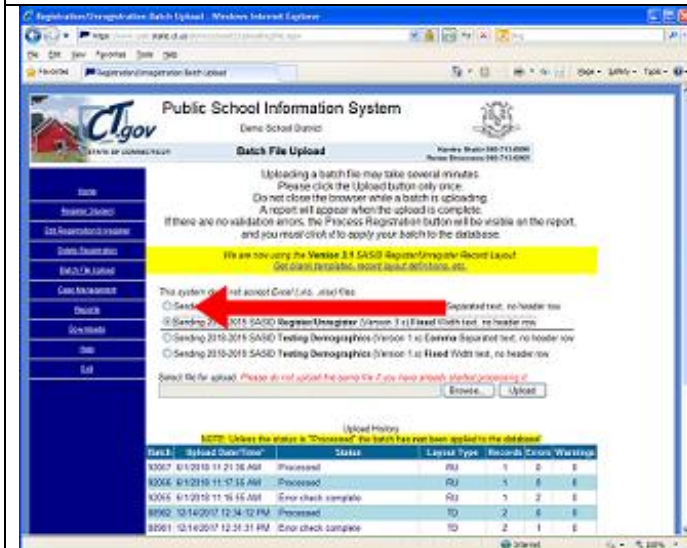
Submitting a Batch



- 1) Prepare a batch for upload.
- 2) Log into PSIS and select "Register Module".

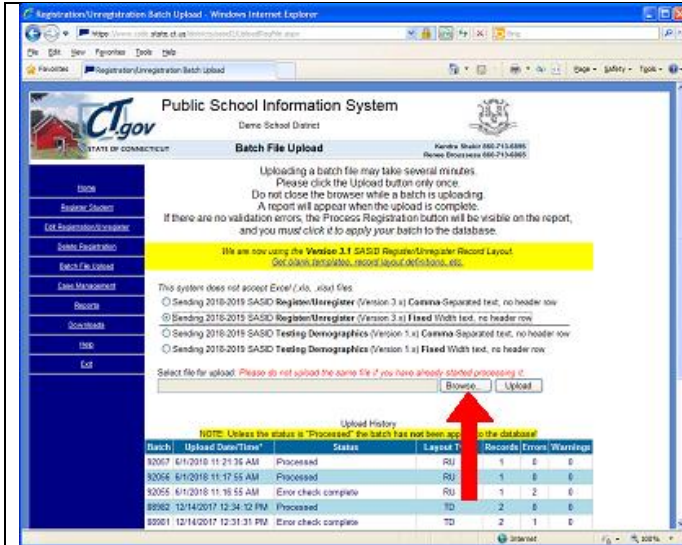


- 3) Select "Batch File Upload" in the PSIS Register Module.

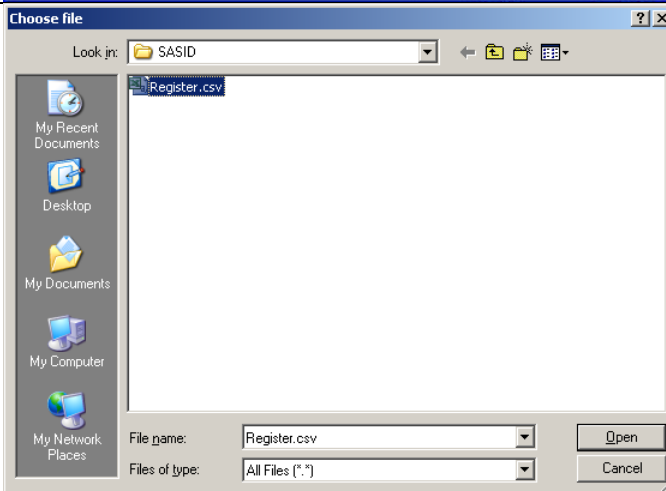


- 4) Choose the appropriate radio button for the type of file you are uploading.

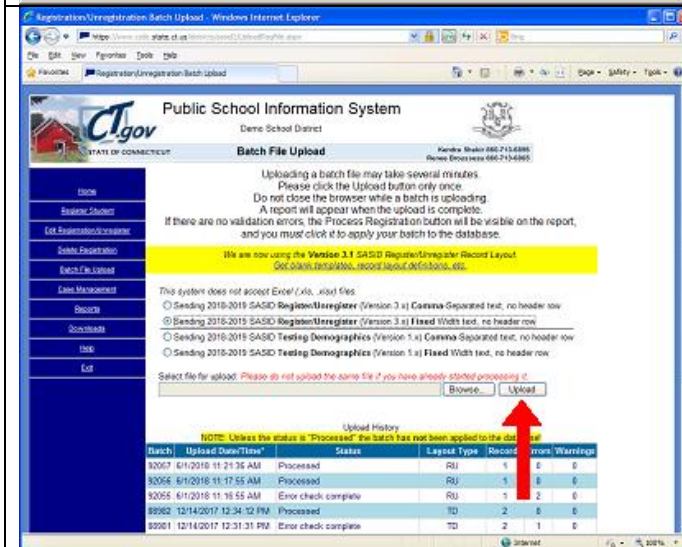
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5) Click on "Browse" to select the file to upload.



6) Locate the prepared batch file, select it, and then click the Open button.



7) The file location you selected will appear in the textbox. Click the Upload button to start the file upload and validation process.

- 8) One of following things will happen:
- You will get an "Error Loading File" or "Step DTS DataPump..." message. See "Unsuccessful Uploads."
 - A validation report will open. See the "Error-Check Validation Report" section below.

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Unsuccessful Uploads

There are a number of reasons for an unsuccessful upload. The most common causes are listed below. If you cannot determine the cause of your unsuccessful upload please contact the CSDE. Please have your batch number available if possible. **For security purposes do not send batches to CSDE via email!** Even when a batch is unsuccessful the CSDE receives a copy of the file. You can review your files by using Notepad in Windows, or another plain text editor.

Common Errors with all file types:

- **Your data does not pass our edit checks or contains invalid information.** This generally indicates that fields are missing or incomplete, or there are too many or too few fields contained in the upload file.
- **You sent a different type of file.** The file may end in .csv or .txt but still contain Excel binary data, or a different file format. Try opening the file using Notepad; if you see any strange characters, the file is still in .xlsx format.

Common Errors with CSV Files:

- **The file being uploaded contains column headers.** Open up the file you are trying to send. Does the file contain column headers (the names of the fields) in the first row? If so, delete this row, save your file, and try uploading again. *Be sure to completely remove the row and do not leave a blank row at the top of your file.*
- **Your dates (DOB, Entry Date, Exit Date, etc.) contains slashes or are not in the required MMDDYYYY format.** Make sure that all dates are in the correct format. In Excel, you may be able to use custom formatting of date columns to achieve this.
- **Required data/fields missing from file being uploaded.** Is your file missing required information? Compare the required fields on the Record Layout to your actual data. You may have one or more students missing required information. A fast way to find records with missing information is by using the sort feature in Excel. (Be sure to select the entire worksheet to be sorted, not just only one column, to avoid shuffling of the student data.)
- **The file includes records with too few or too many commas.** Open your file up in Excel.
 - If End of Record Marker is empty add the letter "X" in this column for each record (do not include quote marks). The "X" will "trick" Excel into thinking information is in this column so that when Excel converts your file to CSV, the proper number of commas are generated.
 - Do any of your students have Generation suffixes (Jr, III, etc) or nicknames separated by commas in the name fields? Does the Town Of Birth field have the city and state listed separated by a comma? These extra commas can cause the upload to be unsuccessful. Please remove the commas and try uploading again.
- **The file has "empty" rows.** Sometimes Excel will save extra "empty" rows at the end of the file, especially if you deleted rows of data at the end. Viewing the file in Excel hides this issue. Open the file using Notepad or another text editor and scroll to the end of the data. If there are rows that are filled with just commas, delete the rows until you get to a row of actual data, save the file, and upload again.

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Common Errors with Fixed Width Files:

- **One or more of your fields is not the proper length.** Open your file and be sure each field is equal to the length specified on the Record Layout.
- **You do not have leading zeros on your fields.** It may be necessary to include leading zeros in some fields to make them the proper length for a fixed width file. For example, a Facility code may be **0896101**. Without the leading zero the field is too short.
- **Your records are not the record length specified in the Record Layout.** There are several optional fields at the end of the record layout. If your district is not using these fields, they must be padded with spaces. In addition, you may not go over the designated number of characters assigned to a field.

Error-Check Validation Report

If your file contains errors (such as invalid DOBs, etc.) or warnings, they will be displayed here. Errors will prevent your file from being uploaded into the master database (see the Batch Uploads section for more about this). **These errors cannot be corrected using the web entry system – you must fix them in your batch and upload the batch again.**

ERRORS AND WARNINGS

- **Errors** – The data does not meet the CSDE requirements. Having validation errors will prevent your batch file from transferring to the Master Database.
- **Warnings** – The data does not meet the CSDE reasonability parameters. Having validation warnings will not prevent your batch from transferring to the Master Database.

If your error report *only contains warnings* and you are satisfied that your data is correct as reported, or there are no warnings reported, click on “Process Batch.”

Processing a Batch

When uploading a batch, if there are no validation errors, the Process Batch button will be visible on the report page, and you *must click it to apply your batch* to the database. The only time you may process a batch is from the batch validation report page immediately after uploading the file – the Process Batch button will not appear if you run the report later.



Successfully processed batches cannot be reversed.

Batch Details Report

After your error-free batch has been processed, a Batch Details Report will display. The batch details report shows a synopsis of the information that was submitted for registration. This report also lists cases in situations where SASIDs could not be assigned for new registrations. To assign SASIDs and resolve these cases, see the Case Management section. The Batch Detail report may also be run from the Reports section, and will show any SASIDs assigned through case management.

PSIS Registration batch uploads are cumulative so you can view your error report or batch details report by batch. To do this, go to the Reports section and select the batch for the report you would like to view.

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Individual Entry

As an alternative to batch processing of registrations, changes, and exiting (unregister) you can do this work online for individual students. To register a new student, use the Register Student link; to change data or exit a student registered to your district, use the Edit Registration / Unregister link.

Please note that records entered via Individual Entry are more susceptible to errors since information has been retyped rather than imported into the system. **If the student was assigned a SASID while attending another public school in Connecticut, you must use the same SASID for your district's registration of the student.** If you attempt to register a student without using a SASID there is a chance that cases will be generated (See Case Management for more information).

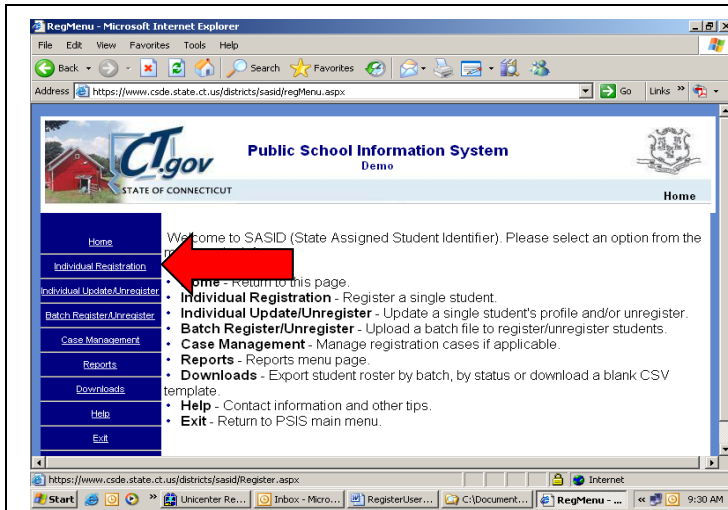
The results displayed will include the following fields:

- **Action** – When using individual register, the action “Select” is displayed. Click on Select in order to view the record of the student that you wish to register.
- **SASID** – The State Assigned Student Identifier for that record.
- **Last Name, First Name, and Middle Name** – Student name information.
- **DOB** – Student birth date information.
- **LASID (Locally Assigned Student ID)** - *(only when editing/unregistering a student)* District student ID value entered in PSIS.
- **Grade Code** – Student's grade. If the student has since exited the district this is the last grade that was reported.
- **Gender** – Student's gender.
- **Reporting District** - *(only when registering a student)* Student's reporting district. Note that more than one district may be listed for a SASID.
- **Exited** – If exit information is provided a date will appear in this column. If a student is still registered to a district a “No” will appear.
- **Score** *(only when registering a student and “Search by Name” is used)* – This is the likelihood that the resulting records are a match with the data you provided in the search fields. The higher the score, the closer the match to the search data. *Note that the score will be lower when matching no middle name to any middle name or initial. The highest score match may not necessarily be the student you are trying to find.*

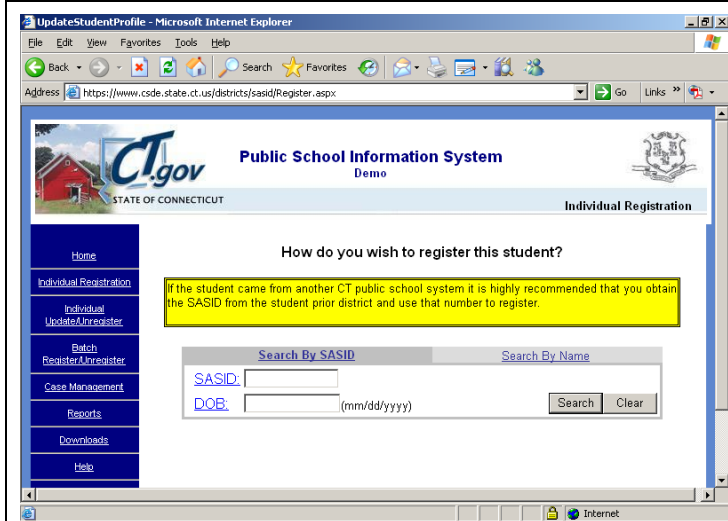
Take a moment to ensure that the student you select is the student that you are trying to register. In compliance with [Connecticut state law](#), within 2 days of enrollment, the new district must send written notification to the student's previous school district. You must have the building level staff review the records for important information such as **SASID, EL, Special Education, Homeless, test scores** and any other pertinent information. Reviewing the education records will **ensure accurate reporting in PSIS and allow the district to provide the student with all available resources and supports for academic success!**

PSIS STEP BY STEP PROCEDURES

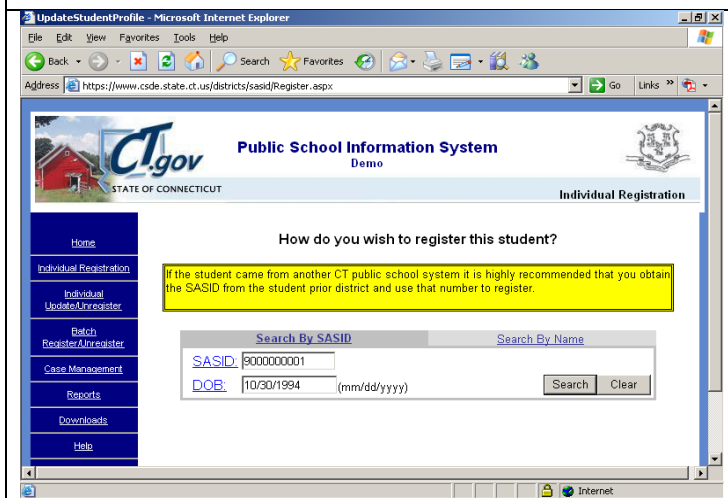
Register - Individually (with SASID):



1) Log onto PSIS and enter the Register Module. Click on “Register Student”

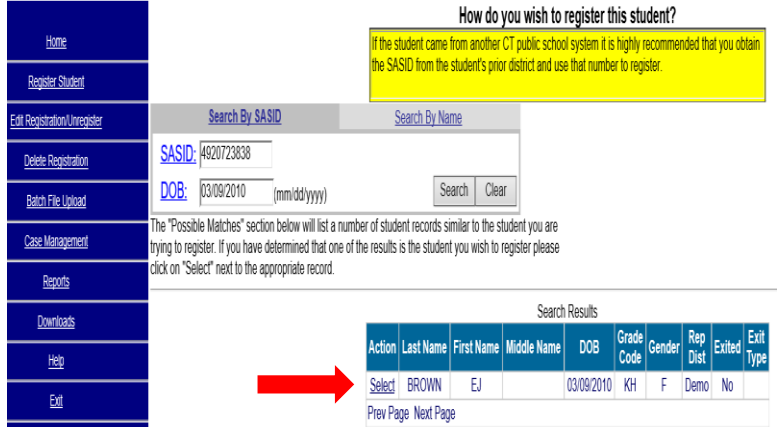
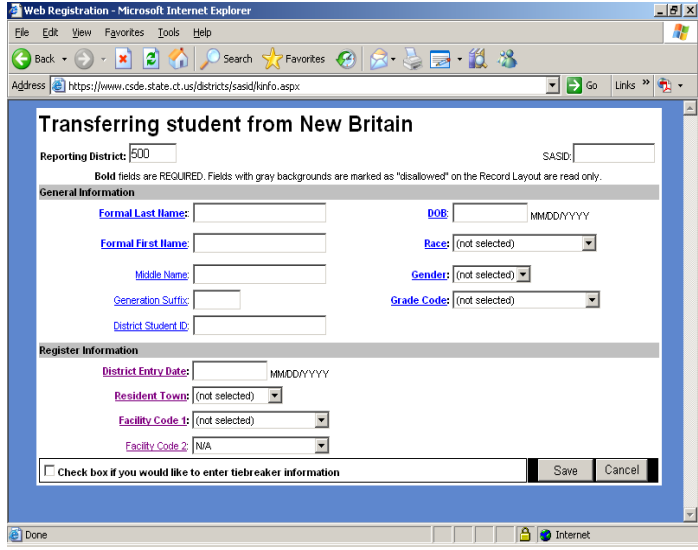


2) Click on “Search by SASID.”



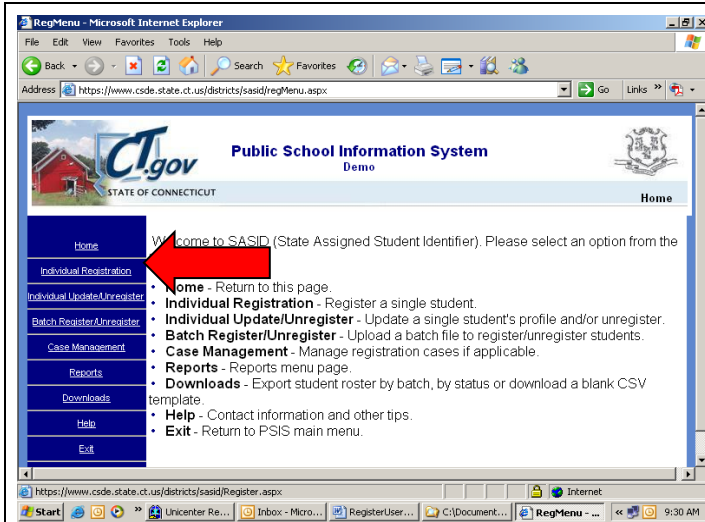
3) Enter the student’s SASID and DOB. Click on “Search”

PSIS STEP BY STEP PROCEDURES

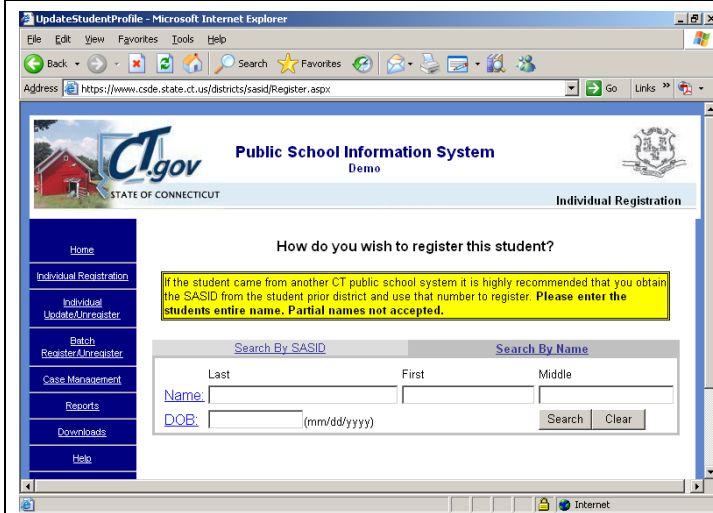
	<p>4) Results will be displayed on the page. Click on “Select” next to the student’s registration to transfer to your district. Note that if the SASID and DOB combination are not found in PSIS, no results will be returned; you can try searching by name in this case.</p>
	<p>5) If the SASID selected is currently active in your district, the top of the page will read “This student is already registered with your district” and you can edit the existing registration. If the student exited your district and is returning, the message will be “Re-registering student” and you can enter the information for the new registration.</p> <p>6) Edit any necessary information such as District Student ID, District Entry Date, Resident Town, Facility Code 1 and 2, current Grade, etc.</p> <p>7) Click on “Save.” The student is now registered to your district.</p>

PSIS STEP BY STEP PROCEDURES

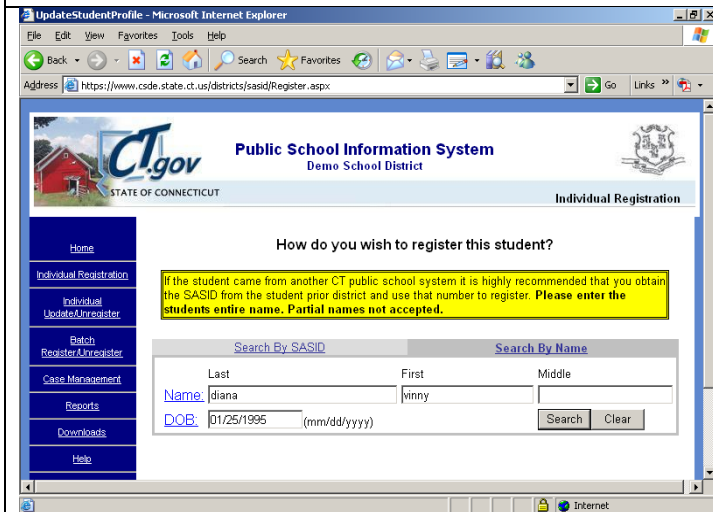
Register - Individually (without SASID):



1) Log onto PSIS and enter the Register module (see “Accessing the Register Module”). Click on “Register Student”

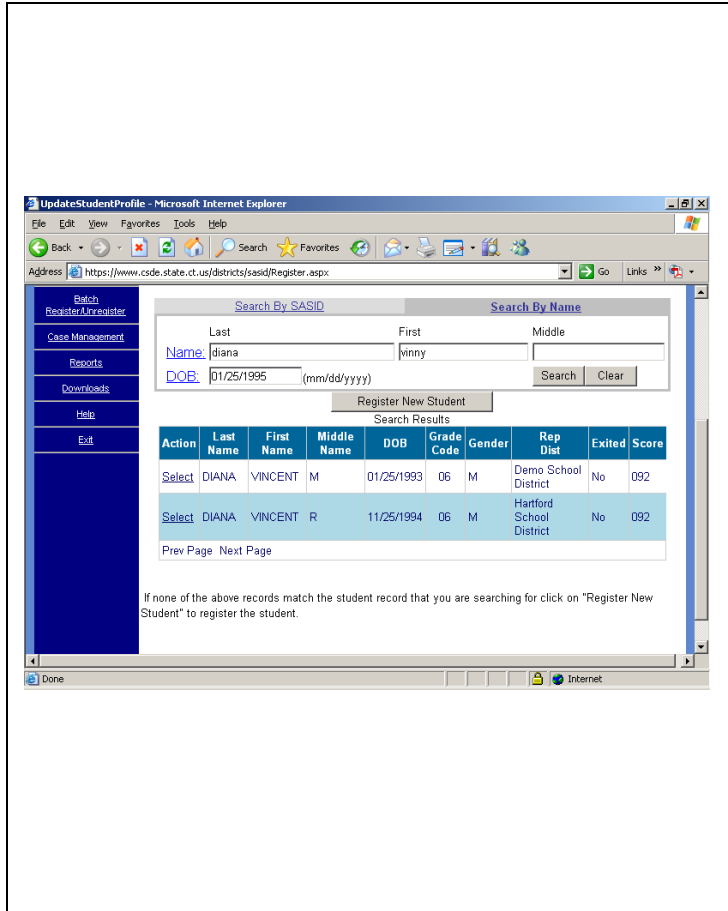


2) Click on “[Search by Name.](#)”



3) Enter the student’s First Name, Last Name, and DOB. Middle Name is suggested. *Be aware that match scores are lowered when comparing any middle name and no middle name.*

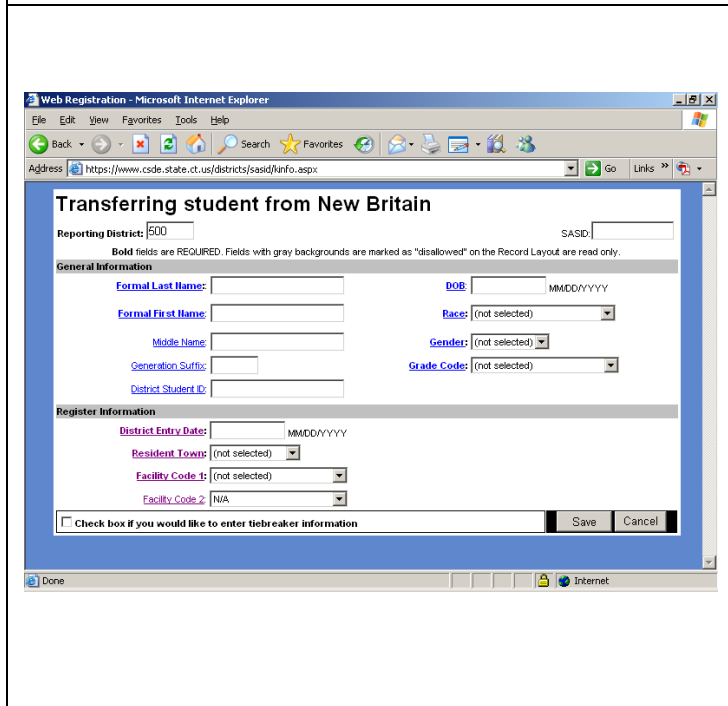
PSIS STEP BY STEP PROCEDURES



4) Search results will be displayed on the page. Ensure that you select the appropriate record to register (search all results; do not automatically select the highest score). Click on “Select” next to the record you want to register.

a) If no results are found, click the Register New Student button.

b) If none of the results are for the student you are attempting to register, check the box that states “None of the above students in the search results match the student record I was searching for and I am reasonably certain that this student does not have a SASID from this or another CT district.” Then click the Register New Student button.



5) If the SASID selected is currently active in your district, the top of the page will read “This student is already registered with your district” and you can edit the existing registration. If the student exited your district and is returning, the message will be “Re-registering student” and you can enter the information for the new registration.

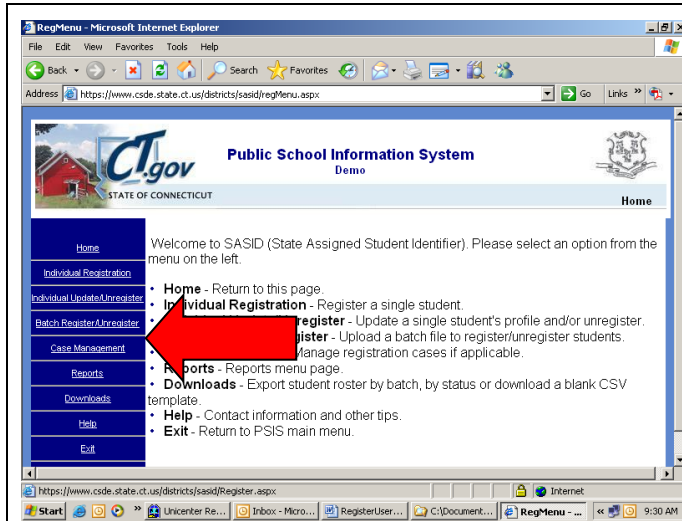
6) Edit any necessary information such as District Student ID, District Entry Date, Resident Town, Facility Code 1 and 2, current Grade, etc.

7) Click on “Save.” The student is now registered to your district.

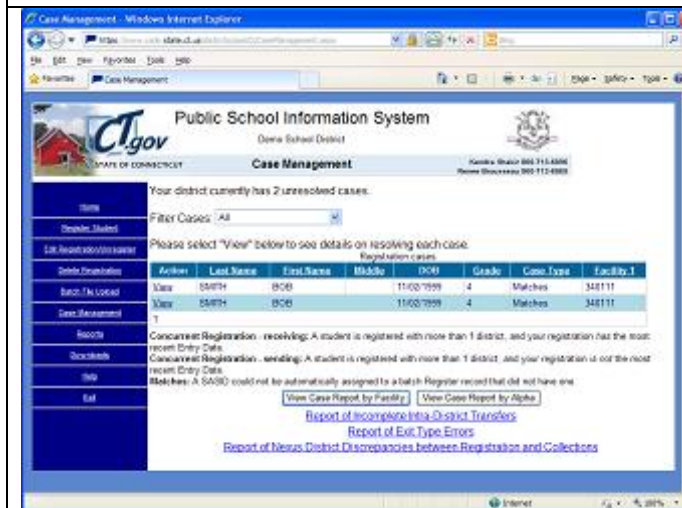
PSIS STEP BY STEP PROCEDURES

Case Management

Accessing Case Management



- 1) Log onto PSIS and enter the Register Module Click on "Case Management."



- 2) A list of cases will be displayed. Click "View" next to the case that you wish to resolve.
- 3) Identify the reason and resolve the case as necessary.

PSIS STEP BY STEP PROCEDURES

Match Cases

Match Cases occur when a batch Register record without a SASID has one or more close matches to existing students in PSIS, but the matches could not be automatically assigned.

Process

- Determine if one of the possible matches is the student you are attempting to register.. If so, select that student. **Note: Pay careful attention to the district that the student was previously registered in. This information can help you determine if you are registering the correct student.**
- If none of the matches are for the student you are registering, select the "None of the above students..." checkbox and click the Register New Student button.
- See the "Register - Individually (without SASID)" section for detailed steps.



Middle names are not required to Register students in PSIS. If a student has a middle name, we recommend providing it in PSIS. Middle names can sometimes eliminate name match cases in PSIS.

PSIS STEP BY STEP PROCEDURES

Concurrent Registration Cases

Concurrent Registration Cases occur when a SASID is actively registered in PSIS by two or more Connecticut Public School districts.

Case Type	Description
Concurrent Registration-Receiving	This SASID has been registered in your district and has not been unregistered in the student's previous district.
Concurrent Registration-Sending	This SASID has been registered in another district and has not been unregistered in your district.

Concurrent Registration Cases-Receiving District

Process

- Confirm that you are using the correct SASID to represent your student.
- Confirm that the student is enrolled in your district.
- Ensure written notification/request for records was sent to previous school district within 2 days of the student enrolling in your district.
- If all the above are accurate, no further action necessary by your district. The student's previous district should unregister the student.
- If you discover that you have used the wrong SASID for your student, please email Kendra Shakir at Kendra.shakir@ct.gov the reason for the deletion along with the SASID (**not student name**).
- If the above determines that the student is no longer enrolled in your district, you must unregister the student in PSIS, with the appropriate exit date.

Concurrent Registration Cases-Sending District

Process

- Verify that the student is no longer attending school in your district
- Verify that you have sufficient documentation to unregister the student from your district (e.g., transcript, signed parent withdrawal form, IEP, request for records, etc.)
- If the above determines that the student is no longer enrolled in your district, you must unregister the student in PSIS, with the appropriate exit date.
- If the student is still attending your district, the other district has mistakenly registered the student.

important

Please be sure your district is compliance with [C.G.S 10-220h-Transfer of student records.](#)